

Rockwell College

Boarders' Handbook



Contents

Section 1: Residence Information X

Contact Information	X
List of Staff	X
Daily Schedule	X
Boarders Leadership	X
Transport & Travel	X
Permission to Leave	X
Pocket Money	X
Boarders Weekends	X
Laundry	X
Lost & Found	X
What to Bring	X

Section 2: College Information X

Book Lists	X
Change of Details	X
Dining	X
Activities & Extra Curricular	X
Website	X
Policy Documents	X
Health Centre	X
Medication	X
Pastoral Care & Support	X
Residence Code of Behaviour	X
Suspension & Expulsion Procedures	X

Mission Statement

Rockwell College is a Catholic, co-educational school, where boys and girls can grow and develop in a caring and supportive atmosphere. The pupil body comprises boarders and day-boarders educated in the Spiritan tradition. The College operates under the trusteeship of the Spiritan Education Trust.

We support the principles of providing an environment where Catholic Values and practices are promoted and maintained, pupils can develop their full potential, personal responsibility is promoted, life-skills are reinforced through participation in educational, sporting and cultural activities, pupils are prepared for an appropriate career, pupils are made aware of their cultural heritage, parental collaboration is promoted and encouraged, an education free from fear and intimidation is provided, a sense of integrity is nurtured, and the student demonstrates respect of values, diversity of tradition, language and ways of life in society.

This will be fostered through the pastoral care system of the College.



Manager's Welcome

Welcome to Rockwell College, where we offer residential accommodation for boys and girls on a 7-day and 5-day basis. Up to 130 boys and girls reside on separate wings in Shanahan Hall.

Pupils from all corners of Ireland and from around the world choose Rockwell College for their second-level education. Our pupils come from U.K, France, Germany, Spain, Russia, U.S.A, Japan, Hong Kong, South Korea, and Dubai. This diversity of cultures creates a unique environment for all pupils attending the College and is part of the College ethos of inclusivity.

As a boarder in Rockwell College, you will experience a well-structured environment that promotes academic and social development in the Spiritan tradition.

Our boarding facilities are spacious and modern, providing a comfortable and high-quality living space. Facilities are upgraded annually. We hope boarders will feel that Shanahan Hall is their home while they are with us.

Boarders will develop their independence and their sense of responsibility within the care and protection of the College staff.

I look forward to welcoming you here.



Dean Hand,
Residence Manager



Contact Information

Reception & Administration

Monday to Friday 8:30am to 18:00

Phone:	+353 62 61444
Email:	info@rockwellcollege.ie
Reception:	Ms Nicola Cleary
Admissions Secretary:	Ms Jeanette Hickey
Principal's Secretary:	Ms Eileen McCormack
Finance Manager:	Ms Joan Kennedy
Accounts Secretary:	Ms Josephine Hayes accounts@rockwellcollege.ie

Contact Reception to Access:

Principal:	Ms Audrey O'Byrne
Deputy Principal:	Mr. Conor Desmond
Health Centre:	Odharnaith Ní Allúin
Website:	www.rockwellcollege.ie
Twitter:	@rockwellcollege
Linkedin:	linkedin.com/school/rockwellcollege/
Facebook:	facebook.com/rockwellcollege
Instagram:	instagram.com/rockwellcollege/

For Boarding Related Queries:

Residence can be contact via reception as above.

Residence Manager:	Mr. Dean Hand residence.manager@rockwellcollege.ie +353 62 64184 +353 87 4142776
Residence Staff 2024-25:	Eoghan Anderson, John Bourke, Tim Carey, Pat O'Connor, Kevin O' Hora, Sarah Ryan, Jimmy O'Grady, Meabh Ryan, Aishling Mulherin, Josh Pickering, Sinead Kennedy, Chris Richards residence@rockwellcollege.ie +353 87 3878677



Section I

Residence Information

Daily Schedules

Monday, Tuesday & Thursday

7:30am	Rise & Shower
8:00am	Breakfast for all
8:10am	Residence closes at 8:10am and will not re-open for boarders until 3:45pm. This will be strictly adhered to.
8:35am	Assembly for all pupils
8:49am	Class (with 10 minute break at 10.50am & 45 minute for lunch at 1pm)
3:47pm	Class finishes, Residence re-opens until 5.00pm
4:00pm	Sports and extra-curricular activities. Those participating in sport must collect their sports gear and change in the College dressing rooms with all other students.
5:00pm	Residence closes Tea for all pupils served in the College
5:45pm	Study (all pupils)
8:10pm	Supper for boarders served in the College
8:30pm	Boarders' Study for all 3rd and 6th years
9:00pm	Return to Residence
10:15pm	Lights out for ground floor
10:30 - 10:45pm	Lights out for all other students

Wednesday

7:30am	Rise & Shower
8:00am	Breakfast for all
8:10am	Residence closes at 8:10am and will not re-open for boarders until 1:00pm. This will be strictly adhered to.
8:40am	Assembly for all pupils
8:50am	Class (with 10 minute break at 10.50am & 45 minute for lunch at 1pm)
1:00pm	Lunch. Residence re-opens at 5:00pm
2:00pm	Sports and extra-curricular activities. Those participating in sport must change in the College dressing rooms.
3:00pm	Residence closes
3:30pm	Study commences
5:00pm	Tea for all pupils in the College
5:45pm	Study recommences (all pupils)
7:10pm	Boarders supper
10:15pm	Lights out for ground floor
10:30 - 10:45pm	Lights out for all other students

Friday

7:30am	Rise & Shower
8:00am	Breakfast for all
8:10am	Residence closes at 8:10am and will not re-open for boarders until 3:45pm. This will be strictly adhered to.
8:35am	Assembly for all pupils
8:49am	Class (with 10 minute break at 10.50am & 45 minute for lunch at 1pm)
3:47pm	Class finishes, Residence re-opens until 5.00pm
4:15 - 5:00pm	Study for all
5:00 - 5:30pm	Tea for all pupils served in the College
5:30 - 7:00pm	Study (all pupils)
7:15pm	Return to Residence or travel home for 5-day boarders
10:15pm	Lights out for ground floor
10:30 - 10:45pm	Lights out for all other students

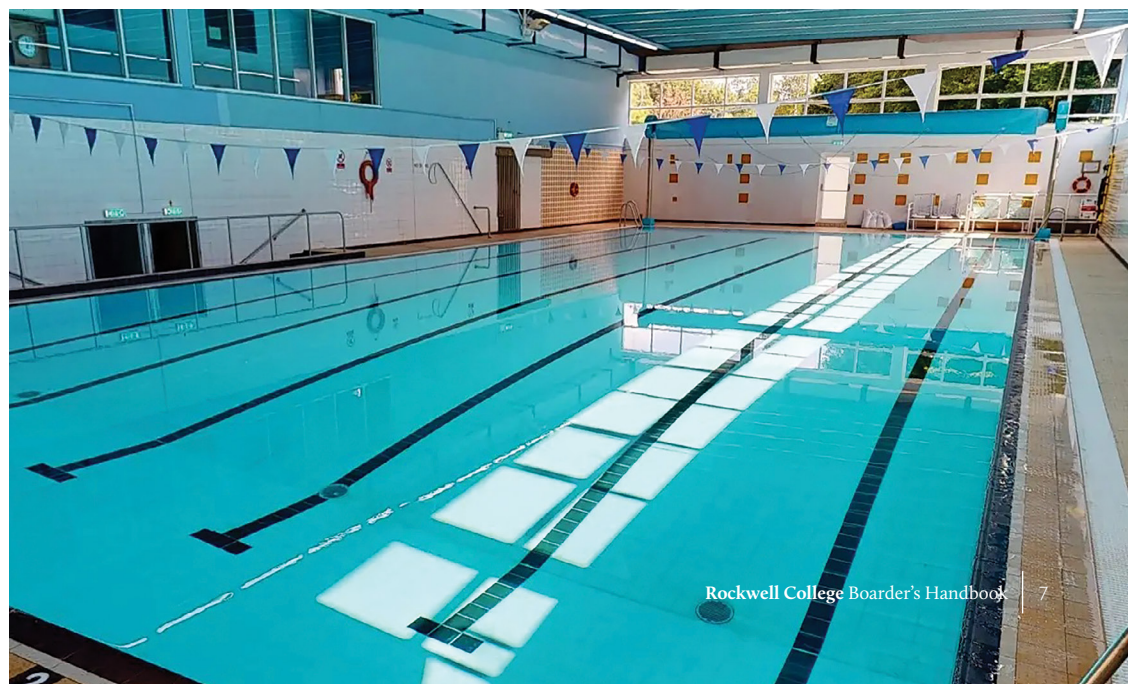
Weekends at Shanahan Hall

Weekends are somewhat less structured, giving 7 day boarders some much needed rest. However, routine is important, and there are activities organised for boarders who wish to take part.

Saturday starts with breakfast and leads into study for all from 10am until 12pm. Overseas students attend English Language classes. A trip to the local town occupies the afternoon.

Boarders can take part in games and leagues organised by Residence staff over the weekends in soccer, pool, table football. Alternatively, there is a supervised boarders swim on Sunday evening, and a selection of board games available freely in the common room.

On Sunday morning, all boarders attend Mass. Once a month, trips and excursions are organised regularly throughout the year to entertain our boarders and to give them an opportunity to see some local and national history and culture. Sample excursions include Cahir Castle, Mitchelstown caves, Kilkenny Castle as well as paintballing, karting, ice-skating, and bowling. These fees are charged separately to the reserve account. Costs are kept as low as possible, and we encourage all boarders to go.



Saturday

9:00am	Rise & Shower
9:30am	Breakfast for all
10:00am - 12:00pm	Study for 2nd, 3rd, 5th & 6th Cambridge Exam Classes
12:45pm	Lunch
1:15pm	Supervised visit to Clonmel
5:00pm	Tea
9:00pm	Movie in Cinema Room
11:00pm	Lights out

Sunday

9:30am	Rise & Shower
9:30am	Breakfast for all
10:30am	Mass all
10:00am - 12:00pm	Optional study available Swim at 11:30am
12:45pm	Lunch
1:30pm	Sports & Games
4:00pm	Boarders swim
5:00pm	Tea
8:00pm	5-day boarders return
10:15pm	Lights out for ground floor
10:30 - 10:45pm	Lights out for all other students

Sunday trips are organised on a number of occasions for 7-day boarders.

Boarders Leadership

Year Leaders

Boarders who display leadership qualities are chosen for this role and given areas of responsibility. Year Leaders take a pastoral role with younger boarders, promote the spirit of Rockwell College, and give guidance. They encourage and remind boarders about respecting the Code of Behaviour. They link boarders and staff where needed.

Boarders Council

The Council is made up of representative boarders from every year group and meets monthly with the Residence Manager. Boarders are nominated onto the council by their peers at the start of the year and are expected to regularly chat with each other so that they can bring any suggestions or issues to the council meetings to be discussed.

This is an opportunity for the boarders to discuss with staff any suggestions or thoughts they have for boarding. We value the input of all our boarders in the day to day running of the house. The Boarders Council ensures that their opinions are valued and listened to.

Student Induction

All boarders attending Rockwell College will be given a full induction, which will include much of the information given here, in addition to the rules and regulations applying to the Residence.



Transport & Travel

Transport

Rockwell College has the benefits of being in a rural location, while being accessible to many towns with bus and train connections throughout the country. We can arrange transport for weekends to scheduled buses and trains which depart from local towns. These will incur an additional charge to the reserve fee account.

Please contact the Residence Manager to arrange transport needs for your son or daughter at the start of the academic year.

Holidays and Mid Term Travel

Flights must be booked on the dates advised, and within the hours as set out, to avail of College transfers. Overseas students return home for school holidays. Where overseas students cannot return home for these school holidays host families will be allocated by the school where we are the agent for the student.

Minors travelling overseas alone may need to be accompanied through check-in. This is airline dependant, and parents must notify the Residence Manager if this is required. Minors can only be accompanied by staff on the designated dates and times.

Overseas student travel is the responsibility of the agent or guardian.

Permission to Leave

In the interest of the safety and welfare of all boarders, no boarder may leave the grounds without permission. To do so is regarded as a serious breach of discipline. Anyone wishing to leave must have permission from the Senior Dean on duty. This will only be if parental approval has been received in writing.

Permission to leave with parents is also required for:

- Sunday outings after mass.
- Visits home on Saturday.
- Visits out after school or for special occasions.

All requests for permission to leave must be made to the Residence Dean on duty, and expected return time must be given.

Students leaving the College grounds must be signed out to the care of a parent or adult. If leaving during the school day, the student is signed out at the main College Reception. Outside of school hours, the student is signed out from the Residence. Where a seven-day boarder is permitted to leave overnight, they must not return to the college prior to the agreed time.

Pocket Money

Boarders are encouraged to use Bank Cards such as Revolut. On site vending machines will accept cards. This is to prevent children carrying large sums of money and gives control to the parent on what their child spends.

Boarders Weekends

Approximately every three weeks the Residence closes for a Boarders' Weekend. Irish residents return home for this weekend and our overseas students are accommodated by local Host Families.

School closes at 3:45pm on Friday evening of the Boarders Weekend, and boarders may return from 6:00pm to 9:00 pm on the Sunday evening.

Laundry

The Laundry service is located in the Residence and is available Monday to Friday. Boarders need to become accustomed to managing their own clothes, i.e. choosing clean clothes each day and putting soiled clothes into their laundry bag. They need to be aware of their responsibility to collect their laundry at the pick-up point.

A large laundry load costs €25 to wash, dry and iron, and is charged to the Reserve Fee account

Note: All clothes must be marked with the student's name. No responsibility will be taken for unmarked clothes.

Boarding students are urged to use the Residence Laundry for their clothing, both for hygiene reasons, and to maintain tidiness in the dormitories.

Every boarder is required to have and use a laundry bag/basket in their room. Any item requiring special attention (e.g. wool, delicates) needs to be brought personally to the laundry service, and not included in the laundry bag with general washing.

Lost & Found

There is a Lost & Found in the Residence laundry, students should check there for any missing clothing.

All unclaimed clothing will be given to charity at the end of each term.

Phones

There are phone boxes placed outside each bedroom. Students will place their phones in the box each night 10 minutes before lights out, where they will be locked in. Students will get their phones back the following night after study. This applies to 1st, 2nd, 3rd years. TY and 5th year boarders will receive their phones back the following morning.

What to Bring

All boarders must bring the following:

Clothes & Equipment

School Uniform

School jumper, school tie, white shirt, grey trousers and black or brown leather shoes.

Sports Kit

Students are required to wear the College sports kit for matches and travelling to away matches. The Rockwell College Sports kit is supplied by Uniformity www.uniformity.ie. All items can be purchased online. Kit consists of:

- School Jersey
- Pro Shorts
- Classic 1/4zip jacket
- Track pants
- Socks
- All students should possess a re-usable water bottle

Uniformity will deliver directly to your home or alternatively orders can be delivered to Rockwell College for collection on arrival in September.

Boarders should bring runners, studded boots, and their own portable equipment, i.e., rackets, balls, etc.

Note: The College sports kit is not required for PE class - students own clothing is acceptable. Quality runners are required i.e. no soft shoes.

Bedding

- 1 x Mattress Protector
- 1 x Duvet (not feather)
- 1 x Pillow
- 2 x Duvet Covers
- 2 x Single Sheets
- 2 x Pillowcases
- 1 x Laundry Bag
- 1 x Net Washing Bag (for small items)
- Towels
- Bathrobe

Linen Supply option:

The Residence can supply linen for overseas students on request, and subject to availability, for a fee of €120. The linen package includes:

- Duvet
- Pillow
- 2 x Sheets
- 2 x Duvet Covers
- 2 x Pillow Covers
- Laundry Bag
- Mattress Protector
- Net Washing Bag

If you wish to avail of the linen supply, please notify the Residence Manager by email on residence@rockwellcollege.ie.

Personal Items

Boarders must bring their own supply of shower gels, soap, shampoo, toothpaste, and all other items of personal use. In addition, boarders need to bring their own towels- these can be washed in laundry with clothes, as required.

Electrical Devices

Only small personal electrical devices should be brought to the Residence. TVs and Gaming consoles are not encouraged. No heating or cooking devices are permitted.

Overseas students should ensure they have the correct plug/power adapter for use in Ireland. The standard voltage is 220v. We use 3 pin fused UK plug/socket. Only original manufacturers' chargers are permitted for safety reasons. towels- these can be washed in laundry with clothes, as required.

Dormitories

The Residence is locked between 8.00am and 3.45pm. It is open after class to allow boarders to collect their sportswear. **There is strictly no access to the Residence during class hours, including break and lunchtime.** Pupils who access the Residence without permission will be sanctioned under the Code of Behaviour.

Bedrooms and dorms are not locked. Students are asked not to store items of high value or cash in their rooms. All boarders should bring a bicycle lock for their wardrobe doors. Safes are available to rent for an annual charge of €20.

Boarders are expected to treat the dormitories with respect. Rooms will be inspected daily. Rooms must be neat with beds made. No student may enter another student's room without explicit permission from a member of staff.





Section 2

College Information

Book Lists

Book lists are issued to all students in the month of June prior to the next school year. Lists are also available to view on the Rockwell College website, under the academic tab. Please ensure you choose the correct list. Books can be ordered online at <https://www.stakelumofficesupplies.ie/rockwell-college-cashel> and delivered to the school. Boarders for whom Rockwell College acts as agent will have their books supplied by the school.

Change of Address / Details

Any change of address or contact details must be notified immediately to the Principal's secretary, Ms Eileen McCormack, email info@rockwellcollege.ie.

Dining

All meals are prepared on site in our kitchens, using only the highest quality, locally sourced ingredients. Our meals are wholesome and aim to help sustain our student's day by day for success in their academic studies and sports. Boarders can have input into the menu through the boarder's council.

Special dietary requirements, food allergies or intolerances should be confirmed in writing to the Admissions Office prior to the beginning of the school year. It is the responsibility of parents to ensure the information is communicated in good time to the College.

The Rockwell Music Academy

The Academy provides lessons in a range of instruments at all levels, as well as tuition in other areas of music and drama. Lessons are booked by parents directly via the website: www.rockwellmusicacademy.ie click on Rockwell Campus.

Activities & Extra Curricular

Sport in Rockwell College is an important part of a student's development and an important avenue for integrating and making friends. We are conscious that every child is different, and we hope that your child will find an extra-curricular activity that he or she will like. All residents are expected and encouraged to partake in some event each evening after school. We believe it is important to challenge each child to fulfil his or her potential and to remain healthy and resilient for the challenges of life ahead.

Sports on offer include athletics, basketball, rugby, soccer, swimming, GAA, and tennis. Some are available all year around, and others seasonally.

Facilities include 3 outdoor tennis courts, 7 rugby pitches, indoor heated 20m pool (supervised), all weather pitch and training area, a soccer pitch, sports hall, and a weights/cardiovascular suite.

Non-sporting activities include debating, computers, International Relations Club, College musical and the College library.

Website

The College website is www.rockwellcollege.ie

The website is a useful place to keep informed about the latest news and events in Rockwell College. The calendar section informs of fixtures and events.

Regular updates are posted on LinkedIn, Instagram, Facebook, and X.

Policy Documents

Rockwell College updates policy documents regularly in line with good practice and are available on the College website. Policies specific to Boarding are available under the 'Residence' tab, and displayed in the reception area in the Residence.

Health Centre

The Health Centre is accessible in the Residence and the College throughout the day. The College doctor is located at Market Yard, Cahir, Co. Tipperary, just 10 minutes from Rockwell College. Boarders will be brought to the doctor on instruction from the college nurse. Rockwell College is located 5 minutes from Cashel Hospital Minor Injuries Unit, and just 20 minutes from South Tipperary General Hospital.

In addition to medical care, the nurses work closely with the Deans and chaplain in the provision of pastoral care. The nurses are always pleased to discuss any worries or concerns of parents or students.

It is the responsibility of parents to ensure that the Health Centre has your child's most up to date medical history. Non-disclosure of any condition means that your child cannot be properly cared for.

Medication

If medication is prescribed for your child, then this should be discussed with the Nurse, who will ensure that it is administered correctly. The nursing staff will arrange repeat prescriptions, if required.

We keep routine medication in the Boarding House that you would expect to find in any home, e.g. Paracetamol, Ibuprofen and Piriton, that can be administered when a child is unwell. Boarding or nursing staff will administer this to a child who is unwell according to established policy.

If a parent would like us to administer non-prescribed medications to their child, such as cough medicine or regular antihistamines, then please:

- Bring in suitable medication for your child's age
- Leave it in its original packaging
- Clearly mark it with your child's name

Boarders are strictly prohibited from keeping their own medication.

Residence staff members have received Controlled Drug and Emergency Medicines training, and there are strict controls in place around the management of boarders' medical needs during the school day and in the Residence. However, Deans are not medical professionals and will act under the instruction of the nursing staff. Best judgement may be used on occasion and in what they see as the best interest of the boarder in their care.

See the website for Administration and Handling of Medicines policy.



Pastoral Care & Support

At Rockwell College, we are very fortunate in having a large number of adults to whom students and their families may turn if they feel something needs to be sorted out or if they have any suggestions. In the Residence, boarders' views are sought and respected, with regard to any matters relating to their lives within the school, both informally throughout the day-to-day contact with individual staff and more formally through discussion forums, or via the Boarders' Council.

There may be times when a boarder feels unhappy about being away from home, or about something which has happened. If this arises, then the most important thing to stress is that they should seek out an adult with whom they feel they can discuss it.

The Deans are always available to talk if there are any concerns about general routines, or about managing life as a boarder, most of which can be quickly and smoothly resolved. The concerns may be of a more serious nature, and of course, in such cases, the Residence Manager or Principal may be consulted.

The following guidelines are displayed in the dormitories and in public areas around the Residence:

- Is someone making you feel unhappy?
- Do you need to talk to an adult?
- Do you want to complain about something?

If you are unhappy about any issue, or the way you are treated at Rockwell College by another child or an adult, then you should speak to a grown-up who you feel you can trust.

Boarders might choose to speak to:

- The Residence Deans
- The Residence Manager
- The College Chaplain
- The Deputy Principal or Principal
- The Nursing Staff
- The Guidance Counsellor

Rockwell College supports the concept of "One Good Adult" - that every student should have an adult in the College or Residence that they can turn to. This may also be a coach, a teacher, or any adult staff member that they feel comfortable speaking with.

In addition to adult support, Prefects are appointed to all year groups within the College and within the Residence. These pupils can be a useful support and intermediary for pupils with concerns.

There may be occasions when a boarder would prefer to speak to support outside of the Residence. Contact details will be available to boarders for Childline and the Ombudsman for Children.

This is established good practice in any environment where children are resident.

Childline

By phone 24 hours a day:	1800 66 66 66
One to One Live Chat:	10am-4am every day: www.childline.ie
Text 10am-4am Daily:	Text 'Talk to 50101 Text 'Bully' to 50101 Text 'Help' to 50101

Ombudsman for Children

Phone: 01 865 6800
Email: oco@oco.ie

Ombudsman for Children's Office
Millennium House
52-56 Great Strand Street, Dublin 1
D01 F5P8

These contacts will be posted in good faith and to support pupils.

Rockwell College will regard it as a serious breach of conduct if any pupil knowingly engages in malicious or erroneous contact with the above.



Section 3

Rockwell College Residence: Code of Behaviour



Contents

Introduction	X
Background	X
Mission Statement	X
Rationale	X
Link to Other Policy Documents	X
Definitions	X
Structures	X
Scope of Policy	X
Behaviour	X
Recognition & Promotion of Positive Behaviour	X
Expectations	X
Unacceptable Behaviour	X
Sanctions	X
Purpose of Sanctions	X
Scale of Sanctions	X
Suspension	X
Expulsion	X
College Rules	X
Attendance & Participation	X
Ratification	X
Ratification	X
Further Review	X
Appendix 1 :	X
General Rules	X
Appendix 2:	X
Procedures in Cases of Suspension & Expulsion	X

Introduction

Background

Rockwell College is a recognised Voluntary Secondary School, providing Junior Certificate, Transition Year, Leaving Certificate and Leaving Certificate Vocational Programmes as prescribed by the DES which may be amended in accordance with Sections 9 and 30 of the Education Act (1998). Rockwell College is a mixed ability, co-educational school. The pupil body comprises of boarders and day-boarders. The College operates under the Trusteeship of the Spiritan Education Trust.

Mission Statement

Rockwell College is a Catholic, co-educational school where boys and girls can grow and develop in a caring and supportive atmosphere. We support the principles of providing an environment where: Catholic values and practices are promoted and maintained; pupils can develop their full potential; personal responsibility is promoted; life-skills are reinforced through participation in educational, sporting and cultural activities; pupils are prepared for an appropriate career; pupils are made aware of their cultural heritage; parental collaboration is promoted and encouraged; an education free from fear and intimidation is provided; a sense of integrity is nurtured and the student demonstrates respect of values, diversity of tradition, language and ways of life in society. This will be fostered through the pastoral care system of the College.

Spiritan schools operate under the Seven Core Values of the Spiritan tradition. These are:

- A sense of community
- Openness to the Spirit
- High educational standards
- Options for the poor
- Commitment to service
- Personal & faith development
- Global vision

Rationale

The purpose of the Code of Behaviour is:

- To identify and explain the approach to high standards in Rockwell College residence and to link this to the Code of Behaviour.
- To connect aspects of the Seven Core Values of Spiritan schools to the expectations within the Code of Behaviour.
- To establish and clarify the standards of behaviour expected in the school.
- To outline the means by which the school promotes positive behaviour.
- To outline the school's response to unacceptable behaviour.
- To detail the procedures for the use of sanctions, up to and including suspension and expulsion.

Link to Other Policy Documents

The Code of Behaviour supports and is supported by a number of internal and national policy documents, including but not restricted to:

- Strategy for School Attendance
- Anti-bullying Policy
- Substance Use Policy
- Internet Acceptable Use Policy
- NEWB Guidelines
- Education (Welfare) Act 2000
- Child Protection Legislation
- Rockwell College Code of Behaviour

Definitions

School:	Rockwell College Residence.
Students:	All pupils registered with the College.
Parents:	Parents & guardians of registered pupils, including Agents acting as guardians.
DES:	Department of Education & Skills (or equivalent body).
NEWB:	National Education Welfare Board.
Patron/Trustees:	Spiritan Education Trust.
BOM:	Board of Management, Rockwell College.
Year Dean:	Member of teaching staff with responsibility for a particular Year Group.
Dean:	Supervisor - after-school / Study / Residence as applicable.

Structures

It is the aim of Rockwell College that pupils would engage fully and positively with the opportunity they have been given to further their education at Rockwell College and behave in a manner that reflects their respect of the opportunity and their upholding of College values and standards. It is important that pupils also recognise the consequence of unacceptable behaviour on their own learning and their peers' learning and that this understanding should limit instances of poor behaviour. However, the school recognises that instances can take place that will require formal disciplinary procedures.

Notwithstanding the right of staff to deal with discipline issues in a manner they see fit and proportionate to the situation, the following structures apply:

Unacceptable behaviour within the College can be escalated by any staff member to the appropriate authorities. The Ladder of Referral details the escalation process, (see 2.4).

Scope of Policy

This Policy applies to Rockwell College pupils while in the school for the duration of the full school day and while engaging with any event wherein the pupils are under the supervision of Rockwell College.

Behaviour

Recognition & Promotion of Positive Behaviour

The recognition and promotion of positive behaviour is important in the fostering of a sense of community within the College. The following structures are in use to recognise and promote positive behaviour and to create a positive environment within Rockwell College and Residence.

- Individual expressions of encouragement, acknowledgement, and appreciation to the pupils.
- Positive commentary via the internal school administration system i.e. VShare.
- Positive feedback in pupil's journal.
- Positive feedback and encouragement through Periodic Assessment reports and subsequent meetings in year groups.
- Recognition on Prize Day of academic, sporting, cultural, boarding school contribution and charitable achievements and contribution to the College.
- Involvement in boarding school events /activities.
- Public acknowledgement of participation and achievement on noticeboards or via the PA system.
- Principal Reports to Parents' Association Committee meetings, Board of Management meetings and Rockwell College Union meetings.
- The regulated use of social media (e.g. College website, Twitter, Facebook, Instagram) to acknowledge success.
- Features in the Rockwell College Annual for that year.
- Contact with local & national media to publicise instances of achievement.
- Selection as a prefect for a year group.
- Periodic outings from Residence of a recreational and cultural nature.

Expectations

The Spiritan Core Values underline our expectations of pupil behaviour at Rockwell College. Rockwell College expects that pupils will engage in positive behaviour in accordance with the points below:

- Foster and strengthen a sense of community by demonstrating respect, kindness, and inclusivity in dealing with fellow pupils of Rockwell Residence.
- Demonstrate a clear respect for the staff (teaching and non-teaching) of Rockwell College through positive and respectful communication and behaviour.
- Attend classes and activities punctually, take pride in and responsibility for their appearance, uniform, and studies in line with specific rules.
- Apply oneself fully and consistently to academic and personal development.
- Develop and maintain high standards in applying oneself to one's academic and personal development.
- Treat the property of Rockwell Residence with care and respect, inside and outside of the classroom.
- Respect the Catholic tradition and Spiritan ethos of Rockwell College.
- Contribute to the development of Rockwell College and Residence through volunteerism and leadership within the school.
- Take responsibility for one's actions if they fall short of the standards and expectations of Rockwell College.
- Punctuality: To breakfast, study, mass, or detention as directed by staff.
- Each student is expected and required to maintain high standards in his/her individual bedroom space and with their personal belongings.
- Respects the peace and privacy of other boarders in their rooms. No student may enter any corridor other than their own. This will be strictly adhered to.
- Silence after Lights Out. The College will not allow a minority of students to disrupt the sleeping patterns of the general student body.
- It is imperative that any boarder leaving the premises informs the senior dean on duty of his/her exit and then only after written communication from a parent/guardian has been received stating the request.

The management of the Residence, and therefore the comfort of all residents is entirely dependent on the cooperation and good behaviour of all involved. Students are expected to support the requests of staff.

Rockwell College recognises that parents are key to maintaining high standards of behaviour in pupils and Rockwell College expects that parents will engage with the Code of Behaviour as follows:

- Support the Code of Behaviour by ensuring that their child adheres to and respects the Code.
- Support and cooperate with the staff of the College in the best interests of their child.
- Support the efforts of the College to monitor the progress of their child, through regular checks of the VSware system, signing journals as required, attendance at Parent-Teacher and other meetings and communication with Residence Manager and Year Deans.
- Keep the relevant College staff informed of issues relating to their child that may impact on school life.

Unacceptable Behaviour

Rockwell College recognises that pupils, overall, will adhere to the standards and expectations of the College in relation to positive behaviour. In the interest of pupils, the following are examples of behaviour that is deemed unacceptable by the College and will result in sanctions being applied:

- Any behaviour, whether within the school premises or not, which can be seen as endangering the safety and welfare of the pupils and staff of Rockwell College. This includes, but is not limited to aggressive behaviour, bullying, violent acts, or language; the consumption, possession, sale, or supply of any banned substances legal or illegal; possession, use or supply of weapons.
- Intimidation of pupils or staff, or any action designed to hurt or embarrass pupils and staff in person or via remote means.
- Interference with the teaching and learning of pupils inside and outside the classroom. This includes, but is not limited to, disrupting class, rude behaviour, insufficient application, lateness, or absence from class.
- Unacceptable and/or inappropriate behaviour that reflects poorly on Rockwell College and/or damages the reputation of the College.
- Disrespect for the institution including its staff, property, traditions, ethos, and rules.
- Electronic Devices Mobile phones must be surrendered at the designated time. Electronic devices for any purpose other than educational is discouraged. The use of games consoles, laptops and all other electronic devices is permitted only after evening study on weekdays, and on weekends. Their use is prohibited during designated extracurricular times and after lights out. Their use should not interfere with the peace of other boarders. Failure to comply will result in the confiscation of the device for a minimum of two days. Three breaches will result in the device's permanent removal from the Residence.

Health and Safety: In line with the Residence responsibility for safeguarding the health and safety of boarders, the following are **STRICTLY PROHIBITED** due to their potentially hazardous nature:

Candles, lighters & fuels, matches, aromatherapy lamps/burners, cigarettes, tobacco, vapes and vaping liquids, fairy lights, cooking appliances, multipoint adapters and extension leads, kettles and irons, electric fires/fan heaters, unauthorised appliances, extension leads, leaving bags, gear, or other items where they are likely to cause an obstruction; any other behaviour that may result in damage or injury to those within residence.

Sanctions

Purpose of Sanctions

Rockwell College aims to provide an environment where pupils are supported in their learning and development and where the staff is respected. In order to ensure this for all pupils, sanctions are in place to act as a guide to appropriate behaviour, as a deterrent against unacceptable behaviour and as means of allowing pupils to reflect on their behaviour and its impact on their peers.

Scale of Sanctions

While it is hoped that sanctions will not have to be used in relation to a pupil's behaviour, the following is a list of sanctions that will be considered in line with the above statement:

- Verbal guidance on actions to improve behaviour
- Verbal caution
- Early morning call
- Referral to the Residence Manager
- Community service
- Detention: on a single or repeated basis
- Removal from an activity
- Community Service
- Saturday Detention
- Student Assessment sheets
- Suspension
- Expulsion

These and other sanctions will be administered with due regard for the principles of fairness and natural justice and with consideration of the rights and responsibilities of all parties inherent in the Education Act (1998), Education Welfare Act (2000) and Equal Status Act (2000).

College Rules

Attendance & Participation

Rockwell College endeavours to support the regular attendance and full participation of pupils in their attainment of high educational standards. It recognises that in a community environment active engagement by all pupils creates the best environment. Consequently, sanctions may be imposed when a pupil fails to have due regard for his/her own attendance and participation and the impact this may have on other pupils.

Rockwell College expects the following from its pupils:

- Punctual attendance at all classes, to Study and to school activities outside the classroom.
- A respectful attitude to staff and to classmates.
- Positive and cooperative participation in class and class activities
- The maintaining of an environment that is conducive to learning
- Adherence to direction on the assigning and completion of classwork and homework.
- Willingness to accept guidance and direction on course content.
- The timely presentation of notes explaining absences or late arrival to class.
- A full effort to catch up on classwork or homework missed due to absence.

These expectations are formulated in conjunction with the Strategy for School Attendance.

Ratification

Ratification

This policy with the attached Appendices was ratified by the Board of Management of Rockwell College following a period of consultation.

Review

The Board of Management will review this policy and all related procedures on an on-going basis to ensure legal compliance, adherence to Department of Education & Skills procedures and the maintenance of best practise.

Appendix I

General Rules of Rockwell College

The following rules apply to pupils attending Rockwell College:

- All pupils are required to be present and seated in their respective studies for Assembly at 8:35 a.m. sharp in line with the Attendance and Participation Strategy of the College.
- As outlined in the Attendance and Participation Strategy, a written request from a parent is necessary for a pupil to be allowed to leave the school outside of the full school day. Pupils who leave the grounds in any instance during the normal school day must be signed out at Reception by a parent/ guardian. Pupils leaving the College after the normal school day and before the end of Evening Study or the full school day, must have presented a note to the relevant staff member prior to leaving the school grounds. In the case of an unforeseen event whereby the pupil has no note but needs to go home, a parent can phone or email the school to grant permission to leave. They can also sign the pupil out at reception until 6pm or from the study supervisor if after 6pm. The pupil must wait on the Main Hall area or at the rear of the Senior Locker rooms to be collected by a parent. Pupils cannot be collected at the roundabout in the interests of health and safety. Parents should never provide transport for any other pupil unless the parents of that pupil have requested and been granted leave for their child to depart.
- A note is required in advance for absence from Evening Study. In cases where the absence is regular i.e. weekly, a single note at the start of each term is sufficient.
- Excessive noise and horse play are to be avoided. Running within the house is forbidden in the interests of pupil safety.
- It is expected that pupils respect College property. Any breakages or damage to property must be reported to management and paid for by the offender. Graffiti will also be punished by a fine proportionate to the cost of repair.
- Littering, both within the school, or in the grounds, is considered unacceptable and is regarded as antisocial behaviour. The use of chewing gum is forbidden.
- The use of tobacco, e-cigarettes (vaping), alcohol, illegal drugs or any mood-altering substances or stimulants is forbidden and will be dealt with under the Substance Use Policy of Rockwell College. Pupils taking prescription medication must only do so under the direction and approval of the College Nurse and in line with the Administration of Medicines procedures.

- A pupil's locker, sleeping quarters, allocated to him/her, is school property. Where there are reasonable grounds to believe that a school policy has been breached, lockers and pupil desks may be searched. In such cases, searches will be undertaken by two members of staff. College staff retain the right to ask a pupil to turn out their pockets or to have their bag searched. Failure to do so will result in sanctions.
- The school lift is out of bounds except when written permission has been obtained from the Principal/Deputy Principal, Nurse or school secretary. Permission should be retained by the pupil to produce when requested.

Expectations in Relation to Uniform

- It is expected that the pupils of Rockwell College will present themselves for class and school activities wearing full uniform in a tidy and appropriate manner.
- Head wear is not permitted indoors, either in the study halls, classrooms or in the refectories unless with the express permission of the Principal or Deputy Principal.
- Pupils are permitted to wear their own clothes after class. These clothes should be appropriate for a school environment and must not be distasteful. Shorts are not permitted in refectories. Sports shorts are not permitted at any time other than PE class and training/sports.
- Makeup, and excessive jewellery are considered a breach of the Code of Behaviour. Boys are not permitted to have piercings. Haircuts must reflect a tidy appearance in-keeping with the standards of the school and must not be a distraction to others. Unnatural hair colours, symbols and engravings shaved into hair and bare scalp are not permitted. As a guide, no cut should be tighter than a 1.5 blade. Boys are expected to be clean shaven.
- The following constitutes the uniform of Rockwell College:

Girls' Uniform

- Navy checked pleated knee-length skirt or grey school trousers
- White shirt with collar
- School crested jumper
- School tie
- Brown or black flat heeled shoes
- Navy knee-length socks or tights

Boy's Uniform

- Grey school trousers with plain black or brown belt if required
- White shirt with collar
- School crested jumper
- School tie
- Black or brown plain shoes
- Black/brown socks

- Blazers are issued by the College for formal events.
- Crested sports gear is not permitted as school uniform.
- In the interest of Health and Safety, it is expected that pupils obey the instructions of PE teachers and sports coaches in relation to suitable gear and footwear.

Use of Private Vehicles by Boarders at Rockwell College

Rockwell College Boarders may apply to the Boarding School Manager for permission to have and use their vehicle on college property. It is only after permission is granted that the vehicle may be onsite. The applications will require:

1. Statement of parental permission.
2. Copy of boarders full driving licence and current insurance to cover the entire period of use within the school year. Any changes to licence/insurance status are to be reported to the manager immediately.
3. A signed Statement of Undertaking to accept and comply with rules (Numbered 1 to 5 below) on use of private vehicles at Rockwell College.
4. The one and only key to the vehicle is to be handed in to the manager or in the absence of the manager, the senior dean on duty, at the time of arrival.
5. Boarders are required to use the residence car park only and do so at their own risk. School authorities are not in a position to provide supervised car parking.
6. Driving of vehicles around college property is prohibited. Boarders are restricted to use of the main college entrance to access residence car park only, and only on the day (and time) of arrival and departure.
7. No boarder may transport another pupil without the school authorities having received prior written request. This written request must be from the parent/guardian of the boarder driving and of the passenger and will outline the purpose, destination, and duration of the trip.
8. No boarder shall, in the opinion of the school authorities, drive in a dangerous, reckless, or careless manner while travelling to/from the school, while on the school grounds, or to/from a school event.

Breach of any of these rules will result in the privilege of having the use of the vehicle withdrawn for one month, a second breach will result in the privilege of having a car onsite being totally withdrawn.

Use of Mobile Phones

1. Mobile phones are not permitted in school for pupils in 1st, 2nd, and 3rd year at Rockwell College under any circumstances.
2. Pupils in TY, 5th & 6th Year are permitted to have mobile phones in school subject to the following conditions:

Times

- Morning break
- Lunch Break
- Between end of class & start of Evening Study

Areas

- Common Room
- Relevant Year group Studies.
- Social areas on the grounds outside the school building

3. Possession and/or use outside these times and areas is not permitted and phones will be confiscated otherwise. Confiscated phones must be collected by a parent.
4. Phones must be kept in a pupil's desk during class/mealtimes.
5. Mobile phones may not be used in the classroom unless the class teacher has given clear permission to do so and may only be used for that period.
6. Mobile phones may not be used for social media content at any point while the pupil is on the school premises. This also applies when pupils are on school-related trips. Social media includes, but is not limited to: Facebook, Snapchat, Instagram. Sanctions for misuse will be managed in line with the Internet Acceptable Use Policy of the College.
7. It is strictly prohibited to record or photograph a teacher or pupil without that person's expressed permission.

Appendix 2

Suspension and Expulsion Procedures Rockwell College

Introduction

The Suspension & Expulsion Procedures of Rockwell College were formulated in conjunction with the Code of Behaviour of Rockwell College.

The purpose of this document is to outline the school's approach in instances of Suspension or Expulsion and has been formulated taking due consideration of the rights and responsibilities inherent in relevant legislation and in the principles of fairness and natural justice.

This document reflects the aims of the Code of Behaviour of Rockwell College and is formulated in line with NEWB Guidelines.

Definitions:

Pupils:	All pupils registered with the College.
Parents:	Parents & guardians of registered pupils,
DES:	Department of Education & Skills (or equal body).
NEWB:	National Education Welfare Board.
Patron/Trustees:	Spiritan Education Trust.
Full school day:	Any time the pupils are under the care of Rockwell College
Normal school day:	Morning assembly until the end of timetabled classes

Rationale

Suspension is defined in NEWB Guidelines as "requiring the student to absent himself/herself from the school for a specified, limited number of days".

Expulsion is defined in NEWB Guidelines as "a decision to permanently exclude a pupil from the school, having complied with the provisions of Section 24 of the Education (Welfare) Act 2000."

It is the aim of Rockwell College that pupils would recognise the consequence of unacceptable behaviour on their own learning and their peers' learning and that this understanding would limit instances of poor behaviour. However, the school recognises that instances can take place that will require the removal of pupils on a temporary or permanent basis. These procedures detail the approach taken in such instances.

Objectives

This document is intended:

- To ensure that the school is compliant with Section 23 (2) of the Education (Welfare) Act 2000 which requires procedures for Suspension & Expulsion to be included in the Code of Behaviour.
- To ensure that there is a clear understanding of how the school will approach instances of suspension or expulsion.
- To ensure that all parties are fully informed on the school's approach.

Appendix 3

Suspension and Expulsion Procedures Rockwell College Residence

Introduction

The Suspension and Expulsion Procedure of Rockwell College Residence was formulated in conjunction with the Code of Behaviour of Rockwell College Residence. The purpose of this document is to outline the school's approach in instances of Suspension or Expulsion and has been formulated taking due consideration of the principles of fairness and natural justice.

Definitions:

Boarder:	Any boarder registered as a boarder with the College.
Parents:	Parents/guardians'/agents of Registered boarders

Rationale

Suspension is defined in NEWB Guidelines as “requiring the student to absent himself/herself from the school for a specified, limited number of days”.

Expulsion is defined in NEWB Guidelines as “a decision to permanently exclude a pupil from the school, having complied with the provisions of Section 24 of the Education (Welfare) Act 2000.”

It is the aim of Rockwell College that boarders would recognise the consequence of unacceptable behaviour and that this understanding would limit instances of poor behaviour. However, it is recognised that instances can take place that will require the removal of boarders on a temporary or permanent basis. These procedures detail the approach taken in such instances.

Objectives

This document is intended:

- To ensure that the principles of fairness and natural justice are adhered to.
- To ensure there is a clear understanding of how the College will approach instances of suspension or expulsion.
- To ensure that all parties are fully informed on the College’s approach.

Decision to Suspend or Expel

Suspension or Expulsion will be considered as a sanction in instances when:

- A boarder’s behaviour is having a detrimental effect on the education, behaviour or comfort and ease of other boarders.
- A boarder’s presence in the school constitutes a threat to the safety of boarders or staff.
- A boarder has engaged in serious damage to property.
- A boarder’s possession of that which may constitute a threat to safety including (but not limited to) legal or illegal substances and weapons.

This list is not exhaustive. The responsibility of College management is the protection of boarders’ safety and welfare, therefore boarders who impact on that in ways not listed above may be liable to suspension or expulsion.

Final Warning

Wherein a boarder has consistently breached the Code of Behaviour, the Residence Manager may issue a Final Warning to that boarder. The Final Warning will act as a notification to the boarder and their parent/guardian, that any further breach will result in the boarder being suspended pending a recommendation for expulsion being brought to the Board of Management.

Procedures for Expulsion

Expulsions will be imposed with due regard for the principles of fairness and natural justice. The following applies in the case of expulsion as a sanction:

- A detailed investigation is carried out under the direction of the Principal. The boarder and parents are informed in writing of the allegation, the investigation and that it may result in expulsion.
- Parents and boarder are given reasonable opportunity to respond before a recommendation is made to the Board by the Principal.
- A recommendation is made by the Principal to the Board of Management.
- The Board of Management has the authority to expel a boarder following consideration of the allegation and whether expulsion is appropriate. The Board may consider the response issued by the parent/boarder in making their decision.
- If expelled, the boarder/parent may appeal to the Spiritan Education trust by applying in writing. The expulsion will be effective immediately.



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